



CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC OFFICE ASSISTANT

ANNUAL \$37,429
SALARY: \$49,108

SALARY
GROUP: CL 13

APPLICATION CLOSING
DATE: SEE BELOW

EXAM
NO: 062620CRFD

APPLICATION FILING PERIOD: AUGUST 29, 2012 – SEPTEMBER 13, 2012 (5:00 PM EST)
SPECIAL APPLICATION FOR THE OFFICE ASSISTANT EXAM (CT-HR-18) REQUIRED
APPLICATIONS RECEIVED ON INCORRECT FORMS WILL NOT BE ACCEPTED.

Instructions for Applying for the Office Assistant Examination

Required Forms:

Applicants **MUST** submit:

1. A completed **State of Connecticut Special Application Form for the Office Assistant Examination (CT-HR-18)**. (The standard CT-HR-12 will **not** be accepted.)
2. A completed State of Connecticut Veterans' Credit Request Form [\(CT-HR-19\)](#), if you are requesting Veterans points.

Application Filing Period:

1. **August 29, 2012 through September 13, 2012 at 5:00 PM EST.**
2. **Applications (CT-HR-18) must be received by 5:00 PM EST on September 13, 2012.** (Applications received by the Department of Administrative Services (DAS), Statewide Human Resources after 5:00 PM EST on September 13, 2012 **will not be accepted**.)

How to Submit Your Application [\(CT-HR-18\)](#):

1. **Fax to 860-706-1494 or to 860-706-1495 (secure fax)**
2. Email to Office.Assistant@CT.Gov
3. Hand deliver to Room 404, 165 Capitol Avenue, Hartford CT, 06106. (business hours 8:00 am-5:00 pm)

Special Notes

1. Late applications or applications received on incorrect forms will **not** be accepted.
2. It is **not** recommended that you mail your application form as you cannot ensure it will be received on time.
3. Do **not** attach other documents to your application form such as resumes, letters, evaluations etc.
4. When faxing or emailing your application form, keep a copy of your completed application form and the fax transmittal receipt and/or the sent email for your records. Due to the large number of applications received, we cannot confirm receipt of applications.
5. Applicants on current exam lists that are still interested in Office Assistant positions **must reapply** to be eligible to be considered for positions in the future. All current lists will expire before the next exam is announced.
6. Applicants who submitted applications previously **must reapply** as previously received applications have **not** been retained.

PURPOSE OF CLASS: This class is accountable for performing a full range of general clerical functions or for carrying out responsibility for the flow and completion of clerical work in an assigned area.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION FORM [\(CT-HR-18\)](#) THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY SEPTEMBER 13, 2012:

GENERAL EXPERIENCE: Two years' general clerical work experience.

SUBSTITUTION ALLOWED: College training may be substituted for the General Experience on the basis of fifteen semester hours equaling six months of experience.

SPECIAL REQUIREMENTS: Some positions may require a High School Diploma or GED.

THE EXAMINATION WILL BE COMPOSED OF:

**PART
WRITTEN**

**WEIGHT
100%**

THE EXAMINATION WILL COVER THE FOLLOWING AREAS: Knowledge of proper office procedures and practices; ability to file accurately; ability to accurately perform arithmetic computations; ability to check or proofread copy for accuracy; ability to code, post and record information accurately; ability to read, understand and follow complex instructions; interpersonal ability; knowledge of proper English usage.

EXAMINATION DATES: The examination for Office Assistant will be administered on selected dates from October 20, 2012 – November 1, 2012. Reserve all dates, as your examination may be scheduled on any of these dates. There will be **no make-up examinations or rescheduling of examinations**, except for those on active military duty. (Military orders will be required.)

FORMS: The State of Connecticut Special Application Form for the Office Assistant Examination [\(CT-HR-18\)](#) The State of Connecticut Veteran's Credit Request Form [\(CT-HR-19\)](#) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>).

(revised August 29, 2012)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.